

# ARRA Reports

## **Take Action to Ensure that your Central Contractor Registration (CCR) is Current**

FTA Recovery Act grant recipients have the responsibility to ensure that their CCR information is up-to-date and that their registration is active and will remain active throughout the Section 1512 reporting cycle. CCR registrations must be renewed at least every 12 months or the registration expires preventing a recipient from submitting a report in FederalReporting.gov until the registration is re-instated. Because re-instating an expired registration requires specific recipient actions to protect the security of the record, processing time, and additional time to update FederalReporting.gov, ***recipients whose registration may lapse in July 2010 must renew their registration prior to July 1.*** In addition, maintaining current Points of Contact in their CCR record will assure recipients that CCR renewal reminders are received. To check if your registration is due to expire, go to <https://www.bpn.gov/ccr/default.aspx>, click the “CCR Search” tab and enter your organization’s DUNS number when prompted. Your record will indicate the date that your registration is valid as well as your organizations current CCR points of contact.

It is also the recipient’s responsibility to ensure that that their D-U-N-S number and entity record is accurate and active with Dun and Bradstreet (D&B). While D-U-N-S numbers don’t expire, Dun and Bradstreet (D&B) does conduct routine and continuous data maintenance and outreach to verify operations at a location. When operations cannot be verified for a particular D-U-N-S number, D&B may flag the D-U-N-S number “inactive,” which could interfere with successful reporting. It is also important that the information about your entity is accurate when used to report on government websites. In order to lookup, review or modify a record at D&B, or request a D-U-N-S number altogether, recipients may use the following two free resources:

- Recipients may utilize the self-service webform at <http://fedgov.dnb.com/webform>. This application allows a recipient to lookup their D-U-N-S Number, review the data on file, request changes if necessary, or request a new D-U-N-S number if one does not already exist.
- Recipients may call (866) 705-5711 to verify that a D-U-N-S number is active and confirm other details about their entity.